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Minimum Qualification Specifications
for the Classes:

MAINTENANCE AND REPAIR SUPERVISOR I & II
(MAINTENANCE & REPAIR SUPVR I & II)

Experience Requirements:

Class Title	General Exp	Suprvy Exp	Total Exp
Maintenance & Repair Supvr I	3	*	3
Maintenance & Repair Supvr II	3	1	4

General Experience: Experience which demonstrated that the applicant has a good working knowledge of the practices, methods, materials, tools and equipment used in unskilled and semi-skilled manual work tasks and grounds maintenance activities, and which shall have included some work experience in the operation of one or more pieces of motorized equipment such as trucks having a factory rated capacity of 5 tons or over, rollers of 5 tons or over, loaders, tractors such as D-4, TD-6, and TD-9 with bulldozer blade attachments, street sweepers, and truck-tractor trailers or graders. This experience must have also provided the applicant with knowledge of the occupational hazards and safety precautions applicable to grounds maintenance work, refuse removal work and equipment operation.

Supervisory Experience: Supervisory experience over unskilled and semi-skilled workers or equipment operators which included planning and directing their work, assigning and reviewing the work of subordinates, timing and scheduling the work, enforcing safety rules and practices, and providing training.

*Supervisory Aptitude: For the Maintenance & Repair Supervisor I level, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by details to supervisory positions; by completion of training courses in supervision accompanied by application of

supervisory skills in assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

License Requirement:

Certain positions may require possession of a valid State of Hawaii driver's license, Type 3 or higher.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require good distant vision in one eye, glasses permitted, the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the classes HARBORS MAINTENANCE SUPERVISOR I and II, 10.461 and 10.462, respectively, which was approved on June 7, 1975; and a change in title and code to MAINTENANCE AND REPAIR SUPERVISOR (MAINTENANCE & REPAIR SUPVR) I and II, 10.212 and 10.213, respectively.

DATE APPROVED: 10/20/98

JAMES H. TAKUSHI
Director of Human Resources Development